

ASH PARISH COUNCIL

Minutes of the Virtual Meeting of the Human Resources Sub-Committee held on Wednesday 21 August 2023 which commenced at 19:00.

Part I – Public Session

- 1.. There were no apologies for absence. (*agenda item 1*)
2. There were no declarations of Interest
3. The minutes of the last meeting held on the 11 July 2023 were noted.
4. There were no members of the public or press present for an adjournment.
5. Public Bodies (Admission to meetings) act 1960
It was agreed that the press and public should be excluded for the rest of the HR meeting.

Part II – Private Session

6. Staff Matters. (*agenda item 6*)

The Clerk outlined changes to staffing pay structure in his report.

The Clerk spoke about each post in turn giving information on each posts pay structure, and the reasons for the increase in salary. The Clerk explained that a new Team Leader post was required for the better management of the Grounds Staff.

The Clerk said that he would be retiring in March 2024 and a plan for the recruitment of a new Clerk was required as soon as possible.

The Clerk explained that for a long time the current pay structure was not consistent with similar salaries within the Local Authority industry (Parish Councils) making recruitment difficult.

The Clerk pointed out that the Council had tried to recruit four new ground staff, but had been unsuccessful, in his opinion this was due to the low salary levels. For instance, a Groundsman's salary in Guildford's Parks & Countryside Service was not comparable with the salary this Council was offering for the same position.

A discussion took place regarding an appraisal system for all staff. The Clerk said that there was no system in place as such, regular performance meetings do take place with staff, but staff appraisal /performance at present was not linked to the salary structure so there is no incentive to exceed above and beyond what is required.

After some further discussion it was agreed that a face to face meeting of the HR Committee was required and the Clerk was asked to produce all the Job Descriptions and person specification for staff so that the HR Committee would have a better understanding of the proposed new salary structure.

7. Date of Next Meeting. (*agenda item 7*)

The date of the next meeting is **09 October 2023.**

The meeting closed at 19:46

Chairman: _____

Date: _____